

Salary Schedule	MOU	Benefits
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City of Alameda
Code No. 1510
Approved by C.S.B.
January 8, 2003

INTERMEDIATE CLERK

DEFINITION

Under direct supervision, performs a variety of routine clerical and document production work and performs other related work as required.

DISTINGUISHING FEATURES

Positions in this class perform clerical and document production work of average difficulty. Work in the class is distinguished from that of higher classes by the routine nature of the work performed and by the limited level of independent responsibility. Initially supervision and training are given in detail and as the incumbent becomes more capable, works with a higher degree of independence. Work in the class is distinguished from that of lower classes by the more advanced level and scope of duties involved.

EXAMPLES OF DUTIES

1. Performs routine clerical work for a department or division.
2. Performs responsible routine typing, document production and data organization through the use of a variety of office equipment including typewriters and computers.
3. Prepares a variety of materials from written or oral instructions or transcription equipment including correspondence, reports, charts, spreadsheets and statistical data; composes routine correspondence or prepares draft documents for review.
4. Maintains complex and confidential files and recordkeeping systems; posts a variety of information from standardized media to various types of control records; maintains inventories and orders supplies; maintains manuals and updates resource materials; copies, collates and distributes information; opens, sorts and distributes mail.
5. Answers telephones and receives visitors; schedules appointments and maintains calendars.
6. Provides information, routes inquiries, resolves complaints and interprets and explains policies and procedures.
7. Assembles and reviews information for various records and reports; checks forms, records, reports, applications and other materials for accuracy, completeness, and conformity with established procedures.
8. May assist with various projects or activities as assigned.
9. Performs arithmetic calculations and may compile various department or division accounting information.
10. May maintain petty cash fund, accept payment of fees and/or maintain and process cash records and perform bookkeeping activities.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from high school.

Experience: Two years of varied clerical and typing experience involving public contact, telephones, recordkeeping,

file maintenance, word processing and data entry.

Knowledge

Knowledge of modern office practices and procedures; modern office equipment including computers; filing, indexing and cross-referencing methods; correct English usage, spelling, grammar and punctuation; business letter writing and report preparation; various document formats and presentations.

Ability

Ability to perform routine clerical work with speed and accuracy; effectively operate a variety of modern office equipment including computers, word and data processing equipment and related software; interpret and apply established policies, procedures and codes; compile and review information; prepare records and reports; work effectively under pressure and with frequent interruptions; use initiative and exercise independent judgement; establish and maintain accurate records; communicate effectively; establish and maintain effective working relationships with employees and the general public.

Typing Skill

Ability to type from clear printed copy at a speed of 45 net words per minute.

Other Requirements

Selected positions in the Police Department hired after 1-1-92 may be required to work rotating or irregular shift, including nights, weekends and/or extended hours.

Selected positions require possession of a valid California Driver's License and a satisfactory driving record as a condition of initial and continued employment.